

## Position Description (PD) for Yucca Mountain Lead Lab Activities

Position Description Number	YM061	
Creation Date of PD	07/24/2006	
Job Title	<b>Administrative and Management Support (non-exempt)</b>	
SNL Dept Name	Technical Data Management System (TDMS)	
SNL Org Number (or TBD)	TBD	
Number of Openings	1	
Description of Position	<p>The position performs a combination of administrative tasks. Such tasks necessitate a considerable use of tact and discretion in general support of the Technical Data Management (TDM) group, such as; property management, space planning, and human resources. The position prepares and works with department-wide records and documentation, including confidential information. Facilitates/coordinates management priorities and ensures that manager's deadlines are met. Exchanges information relevant to managers/departments business activities by communicating with executive, administrative, and management personnel as well as outside agencies. The position participates in Special Projects, as needed. How well this individual performs his/her function could impact department effectiveness. Must be competent to utilize relevant software relating to word processing, spreadsheets, database management, and presentations.</p>	
Required Skills & Experience	<p>Results oriented and able to work independently or as part of a team in a fast-paced, constantly changing environment. Demonstrated ability in providing proactive, customer service, multi-tasking and prioritizing work to assure that both urgent and important tasks are completed, and teaming with co-workers and customers is required. Proficiency in Microsoft Office Tools. Experienced in scheduling multiple meetings, calendaring, mail management, travel, and visitor logistics. The position is expected to takes ownership of assigned tasks and sees them through completion. Proven ability to be flexible and proactive in meeting changing priorities and business needs.</p>	
Desired Skills & Experience (if applicable)	<p>An understanding of DIRS and records coordination is a plus. Five years of experience in administrative support is desired. YMP experience is strongly preferred.</p>	
Required Education (Degrees & Levels)		
Desired Education (Degrees & Levels - if applicable)	Associate degree desired (but not required)	
Full Time Position? (Y/N)	Y	
Job Requires lifting 35+ Pounds (Y/N)	N	
Desired Start Date	10/1/06	
Can this position accommodate...		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)

Please Select All Related WBS Elements for this PD  
(required for distributing PDs to contract providers for sourcing)

WBS Elements of 1.5.01	Name	
1.5.01.06	Information Management	X
WBS Elements of 1.5.03		
1.5.03.13	Technical Data Management – Project Operations	X

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